



## TRANSCRIPT REQUEST

Name of Student: \_\_\_\_\_

Middle School  High School  Alumni  Former Student

Official Transcript  
- cost \$2.00 each-

Un-Official Transcript  
- free-

Date Needed by: \_\_\_\_\_

Pick up

-or-

Address to be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registrar Office Hours**  
**8:10am – 4:30pm**  
**Phone: (510) 873-8800**  
**Fax: (510) 873-8816**

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_

Date: \_\_\_\_\_

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*

*School officials with legitimate educational interest;*

*Other schools to which a student is transferring;*

*Specified officials for audit or evaluation purposes;*

*Appropriate parties in connection with financial aid to a student;*

*Organizations conducting certain studies for or on behalf of the school;*

*Accrediting organizations;*

*To comply with a judicial order or lawfully issued subpoena;*

*Appropriate officials in cases of health and safety emergencies; and*

*State and local authorities, within a juvenile justice system, pursuant to specific State law.*